



**CITY OF SCOTTSDALE
PARKS AND RECREATION DIVISION
PARTNERSHIP FUNDING POLICY**

Section 1. Philosophy

Scottsdale Parks and Recreation believes that it is important to provide recreation services that improve the quality of life of citizens and that respond to the leisure needs and desires of all segments of our community. Cooperation with other public, private, and commercial groups, entities and organizations to assist in providing recreational services is important in meeting community leisure needs. Offering suitable facilities to assist special interest groups in providing recreational services is an important strategy to achieve goals set forth in the mission statement of the City of Scottsdale's Parks and Recreation Division.

By virtue of their intrinsic value to the community in providing recreational opportunities for youth, and because they lack facilities of their own, youth sports organizations are given the opportunity to receive City assistance. Eligible groups and organizations may apply for funds for field improvements to public facilities that are used by youth sports organizations.

Section 2. Purpose

The purpose of this policy ("Policy") is to outline the procedures by which youth sports organizations may request services from the City of Scottsdale. The processes and procedures to apply for partnership funding ("Partnership Funding") for recreational facility improvements are set forth in this Policy. "Partnership Funding" as used in this Policy refers to a City program in which the City provides up to 50% of the cost of an eligible project and the youth sports organization provides, or matches, the remaining 50% of the cost of the project. City services that may be provided to youth sports organizations and the obligations of those groups that receive such services from the City of Scottsdale are also set forth in this Policy.

Section 3. Eligibility

Any non-profit youth sports group or organization that provides services to youth 17 years of age or under and includes Scottsdale residents and demonstrates benefit(s) to the citizens of Scottsdale is eligible to apply for Partnership Funding. "Non-profit" as used in this Policy means that the group or organization has received a determination from the United States Internal Revenue Service that it is exempt from federal taxes, pursuant to section 501(c) of the Internal Revenue Code.

Only improvements made to facilities located within the corporate boundaries of the City of Scottsdale and available to be scheduled by the City of Scottsdale Youth Sports Liaison ("Youth Sports Liaison"), as part of the yearly allocation process, will be considered for Partnership Funding.

All applicants seeking Partnership Funding, City services (see Section 5, below) or other benefits under this Policy must comply with any and all insurance and indemnification requirements deemed necessary by the City of Scottsdale risk management division, as a condition of participating in Partnership Funding. Insurance and indemnification requirements will be provided to an applicant upon request.

Section 4. City Services

The City may provide the following services to eligible groups and organizations:

- Coordinate projects approved through Partnership Funding facility improvements program
- Coordinate the use of facilities as outlined in the City's Sports Facility Allocation Policy
- Provide basic field maintenance of all City park field facilities, including mowing, watering, infield dragging and fence repair. Maintenance may vary from site to site
- Provide limited maintenance of selected Scottsdale School District youth field facilities
- Coordinate special maintenance and other facility use needs
- Provide system maintenance and lamp replacement on fields that have City installed lighting systems

Section 5. Responsibilities of Youth Sports Groups

A non-profit youth sports group or organization seeking Partnership Funding will complete a Partnership Funding application and submit it to the Youth Sports Liaison. This information is vital for staff to provide important information to the public, make responsible decisions on improvement projects and also help justify future budget requests for recreational facility improvements and additions. An applicant will provide any additional information and documents determined to be necessary and requested by the Youth Sports Liaison for full consideration of the application.

Responsibilities of youth sports organizations approved for Partnership Funding include, but are not limited to:

- Have a group representative participate in Scottsdale Youth Sports Advisory Group, when requested by City staff
- Contract with providers or contractors necessary to provide the services for the proposed project
- Provide plans and all requested information on proposed project to the designated City project coordinator
- Demonstrate to the satisfaction of the designated City project coordinator, upon request, that proposed project is actively being advanced in the fiscal year in which the funds are approved

Section 6. Procedure

Applicant first meets with the Youth Sports Liaison to determine eligibility of the group and feasibility of an improvement project. Following this meeting, the applicant will develop the required organizational information for the type of service requested and complete the required application form. The applicant will then submit the application form, with all supplemental and requested information to the Youth Sports Liaison. Funding requests for the upcoming fiscal year must be submitted to the Youth Sports Liaison by the end of October to be considered for that fiscal year. The Youth Sports Liaison will review all Partnership Funding applications for facility improvements and make recommendations to the Parks and Recreation Commission to approve or deny funding requests based on the funding guidelines and availability of resources.

The Parks and Recreation Commission will, depending on the dollar amount of the request, approve the project or will forward the request on to the City Financial Services department to follow procedures for the next fiscal year's budget approval process. All individual requests for Partnership Funding of \$20,000 or more must be reviewed by the Financial Services to be considered for the next fiscal year's budget. By agreement of the City and the applicant, the City portion of funds may be paid over a period of more than a year. If funds budgeted for Partnership Funding are unused prior to the end of a City fiscal year, the City may make those funds available to eligible groups and organizations to apply for and be considered as provided in this Policy.

After Partnership Funding for a project is approved, the group or organization receiving the funding will continue to work with City staff to coordinate all aspects of the project. Groups and organizations approved for Partnership Funding will be reimbursed for costs incurred in the project, upon the submission of paid invoices to the City, up to the amount of the City's Partnership Funding share. Groups whose requests are not approved may reapply in a future year. Groups that have been approved for Partnership Funding, but that have not started the project in the fiscal year that funds are approved forfeit the right to Partnership Funds, but may reapply in a future year. Funding requests for completed projects will not be considered.

Section 7. Guidelines

Recreational facility improvement project funding priority for Partnership Funding is based on the following criteria.

- Groups and organizations requesting funding serve Scottsdale residents
- Need for improvement (i.e., the number of youngsters served and number of games practices scheduled)
- Season dates as compared to traditional times the sport is played
- League organizational purpose and structure, as it relates to providing basic recreational services to youth, including fees charged, age groups served, competitive or recreational, number of leagues and teams, number of games played, practice schedules, season dates and days on which games are played
- Compliance with Parks and Recreation Division policies and procedures.
- Energy efficiency and environmentally friendly lighting system, if applicable
- Number of groups involved that will benefit by the improvement project
- Benefits to the community

- Project compliance with the Parks Master Plan
- Financial resources available for the proposed project
- Safety considerations
- Maintenance considerations and long term costs
- Number of projects that a group or organization has previously participated in
- Long term costs

The application and weight given to each of the guidelines by the City will be determined by the facts of each individual application for Partnership Funding.

Section 8. Appeal Process

Any group may appeal the denial of a Partnership Funding application by the Youth Sports Liaison to the Parks and Recreation Commission. The appeal must be requested in writing no more than two weeks after the representative of the group or organization has been notified by City staff of the denial. The appeal will be submitted to the Youth Sports Liaison and considered by the Commission at the next available scheduled meeting. All groups that may be affected by the decision on the appeal will be notified of the date, time and place of the appeal, and given an opportunity to make a presentation or be heard. Failure to file a timely appeal shall constitute a waiver of the right to appeal.